

****KCRG Policy Change Announcement****

****Date:**** [Insert Date]

****To:**** All Employees

****From:**** [Your Name], [Your Title]

****Subject:**** Announcement of Policy Change

Dear Team,

We would like to inform you of an important change in our policies that will take effect on [insert effective date]. This decision has been made after careful consideration and input from various stakeholders.

****Key Changes:****

1. ****[Policy Title]****

- Description of the new policy and its implications.

2. ****[Policy Title]****

- Details regarding the adjustments and what is expected from employees.

3. ****[Policy Title]****

- Overview of any supporting procedures or resources available.

****Reason for Change:****

[Insert rationale behind the policy changes, including any goals or benefits anticipated for the organization and employees.]

****Implementation:****

All employees are expected to familiarize themselves with the new policy. Training sessions will be held on [insert dates/times], and additional resources will be available on the company intranet.

If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the Human Resources department.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]